

CITY PROSECUTOR

DISTINGUISHING FEATURES

The fundamental reason the City Prosecutor exists is to participate and lead in professional level legal work of a criminal nature involving legal research, jury and court trials and appeals; and efficiently manage the daily activities of the City Prosecutor's office within the City Attorney's Office. This classification is supervisory. Work is performed under considerable independence reporting to the City Attorney.

ESSENTIAL FUNCTIONS

Provides leadership promoting shared responsibility for prosecution work within the Legal Department.

Represents the office and is involved in policy making and legal interpretations for the Scottsdale Criminal Justice System, working closely with the City Court and Police Department.

Plans, organizes and oversees the work of other Prosecutors with a commitment to quality and continuous improvement. Encourages teamwork and involvement while creating opportunities for learning and job growth.

Assists with more difficult cases; provides support and a balance between freedom and control; encourages open communication and listens, valuing other's input.

Represents the City Attorney on prosecution issues to outside agencies doing business with the City, demonstrating mutual respect for people at all levels.

Appears in court to prosecute violators of state law or city ordinances; makes recommendations on sentencing, conditions of release, pleas, etc.

Attends restitution hearings, probation revocation hearings, and appears in court on matters related to appeals, special actions, etc.

Provides statistical data, reviews data from other Prosecutors, schedules work to be completed, and prepares reports for City Attorney.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

General municipal, state, and federal laws and codes affecting local government; and of prosecution/judicial procedures and rules of evidence.

Supervisory and management practices to operate a department comprised of professional and paraprofessional personnel.

Ability to:

Present materials in a clear and logical format.

Communicate effectively, both orally and in writing.

Operate a variety of standard office equipment, including a personal computer and a variety of

computer software, that require continuous and repetitive eye and arm or hand movement.

Establish and maintain effective working relationships with City and court officials, other attorneys, co-workers, and the general public.

Organize, interpret, and apply legal principles.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to five to seven years recent experience in the practice of law, which includes criminal misdemeanor prosecution. Requires graduation from a school of law accredited by the American Bar Association and current membership in the Arizona State Bar Association.

FLSA Status: Exempt

HR Ordinance Status: Unclassified